



PRAVEEN PREM LOBO

ACCOUNTANT

PROFILE

Accountant with a history of accurately and efficiently supporting accounting activities for a diverse range of clients. 3+ years of experience in presenting data, analyzing cost control, providing financial reports and delivering profit and loss statements. Experienced in month end closing procedures ensuring timely and accurate financial reporting.

WORK EXPERIENCE

KHR REAL ESTATE | DUBAI

ACCOUNTANT

2023 - PRESENT

- Reconciling the company's bank statements and bookkeeping ledgers
- Completing analysis of the employee expenditures
- Managing income and expenditure accounts
- Generating the company's financial reports using income and expenditure data
- Keeping a check on the company's finances based on financial status
- Creating tenancy contracts (EJARI)
- Initiating and managing financial and accounting software used by the company

BANTWAL CATHOLIC CREDIT CO OPERATIVE SOCIETY LTD

ACCOUNTING CLERK

2021-2023

- Provided excellent customer service while working in a busy, fast-paced environment.
- Processed payments and provided accurate change to customers.
- Performed data entry duties, such as entering customer information into database.
- Assisted in the preparation of documents, such as invoices and purchase orders.
- Managed customer service inquiries in a professional and courteous manner.
- Organized and filed customer records in a timely and accurate manner.
- Maintained accurate inventory records for all products.
- Assisted in the preparation of financial reports.
- Answered incoming calls, taking messages and responding to inquiries.

DAIVIK AMRITH TOURS AND TRAVELS | MANGALORE

CLERK

2020 - 2021

- Answered incoming calls, taking messages and responding to inquiries.
- Assisted in the preparation of documents.
- Typing reports and letters and other documents.
- Assisted in preparing itinerary.
- Poster Designing.
- monitoring office supplies and reporting when stock levels are low.

CONTACT

☎ 0567942868

✉ Praveenprem111@gmail.com

📍 DUBAI, UAE

EDUCATION

2018 - 2020

MANGALORE UNIVERSITY

- Master of Business Administration

2015 - 2018

ST ALOYSIUS COLLEGE MANGALORE

- Bachelor of commerce

SKILLS

- Microsoft applications
- QuickBooks
- Focus software
- EJARI system
- Customer service

LANGUAGES

- ENGLISH
- HINDI
- KANNADA
- KONKANI
- MALAYALAM
- TAMIL

BIO

DOB - 11-09-1996

PASSPORT- U2364581

VISA STATUS- VISIT VISA